

UNIVERSITY OF WISCONSIN - WHITEWATER

INSTRUCTIONAL, COMMUNICATION AND INFORMATION TECHNOLOGY TEST SCORING SERVICE

SPECIAL PICK-UP REQUEST

Instructor's Name: _____

Department: _____

Phone#: _____

Email: _____

Date: _____

Instructions to the Help Desk Crew: Only due to urgent situations may an instructor request to have his material picked up at the Help Desk. This will be requested in "Special Instructions" section on the Test Request Form. Or one may call the Test Scoring office (ext. 4864) to have that done. Please have the instructor or his designate picking up the tests sign this form and place it in the drop off box. This is so Test Scoring Service will have a record that the tests have been picked up.

Picked up by _____

Date _____

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